

SAMPLE

POSITION DUTY STATEMENT

CLASSIFICATION TITLE Associate Governmental Program Analyst		BUREAU/SECTION	
WORKING TITLE State Mentor Program Recruiter		POSITION NUMBER	EFFECTIVE DATE

Under the direction of _____, the incumbent serves as the department's Mentor Program Recruiter and referral agent for employees interested in volunteering as mentors with Mentor Programs in communities and schools throughout the state.

The mentor coordinator also serves as the departmental information source regarding mentor programs and state policies and procedures. He/she serves as the liaison to the Governor's Mentoring Partnership, Mentor Programs; departmental director and management, supervisors and department employees. He/she works cooperatively in partnership with the department's Human Resources, Labor Relations and Public Information staff to develop an annual plan of activities to recruit and refer departmental employees to Mentor Programs throughout the state.

Role and Responsibilities:

- Develops an annual activity plan for mentor recruitment in collaboration with Human Resource, Labor Relations and Public Information Staff.
- Establishes and maintains ongoing contact and working relationships with academic and community based Mentor programs.
- Serves as a referral agent for departmental employees interested in volunteering as a mentor.
- Coordinates the distribution of mentor program information and marketing materials to employees, supervisors and managers (mentor program materials, departmental news articles, pamphlets, brochures, posters etc.).
- Coordinates volunteer mentor recruitment and orientation activities within the department.
- Coordinates employee participation in mentor training conducted by Mentor Programs.
- Verifies and reports employee participation in mentor programs and use of mentor leave.
- Reviews information (reports) provided by Mentor Programs on mentor activities.
- Identifies issues and makes recommendations to improve and/or streamline program operations and methodology.
- Assists in the development of department mentor leave procedures.
- Participates in state-sponsored meetings and training.
- Acts as a lead on departmental mentor program activities and other duties as requested.